



To begin with, I would like to take this opportunity to thank each of you – the employees of DFCM – for the great job you do each and every day to take care of your responsibilities to the citizens of this State. There is hardly a day that goes by that we don't receive an accolade or good report from someone about your efforts and the quality of service you provide. Also, I continue to be impressed with the attitude of our employees towards each other, their willingness to help each other, to share with work assignments, and to exhibit a true attitude of teamwork. This is impressive and most exemplary.

There are a couple of current matters that will impact each of us that I need to make you aware of. First, the Governor has decided to allow each full time employee to receive four hours of administrative leave during the month of December. This administrative leave must be scheduled in advance and approved by your supervisor. In addition, this leave must be taken so as not to disrupt normal work schedules and job assignments.

Second, most of you have heard

about the slow economic recovery and the less than expected tax revenues coming into the State and thus another budget shortfall. It looks like there will be a special legislative session around the middle of December to deal with this problem. In addition, the Legislature will have to address this issue again as it deals with the FY2004 budget. Fortunately, the impact will be less with DFCM than other State agencies. This is because of the nature of funding for the Internal Service Fund (4130) and that the remainder of DFCM (4110) is currently being funded out of project and contingency reserve accounts, capital improvement funds, and not out of general funds. We will still need to make some adjustments, but it does not look like it will negatively impact any employees or our ongoing operations.

Third, we are changing the way we do annual employee evaluations and how employee incentive awards will be given. In the recent past, employees have been evaluated according to three criteria – exceptional, successful, and unsuccessful. Beginning this year, employees will be evaluated according to five criteria – exceptional, highly successful, successful, marginal, and unsuccessful. Only those employees rated as exceptional or highly successful will be allowed to participate in the incentive awards, which will be given on an annual basis at fiscal year end. The amount of the awards will be determined by the number of employees in each of the two categories, the amount of

money in the incentive award account, and so that exceptional employees will receive approximately three times more than highly successful employees receive.

I think most of us really understand what makes an exceptional employee. In general, it has to do with good work habits, a positive mental attitude, the willingness to help others and be a true team player and the contribution we make to the good of the Division. It would be appropriate for each of us to meet individually with our supervisors to understand how they will be making each evaluation before fiscal year end.

On a more substantive matter, as this year quickly draws to a close, and as the holiday season is upon us, it is imperative that we take some time to evaluate the things that should be most important to us; our relationship with our spouses, our family and those who mean so much to us; our relationship with our fellow employees and those we serve on a regular basis; and finally, our relationship with our Heavenly Maker and His Divine Son. After all, this is a season of gratitude and attitude. A season of cheer, or warm personal feelings, and most of all, a season of giving. It is a season to remember and to make amends. A season to be happy, a season to be touched, and a season to love.

Again, I express my heartfelt appreciation to each of you and wish you all a most joyous and wonderful holiday season.

**DECEMBER MEETING AND
CATERED LUNCHEON**

**If you haven't signed up to attend
please contact a member of the
Incentive Committee
Cost is \$3.00**

**Don't pass up the chance to
participate in the second annual
DFCM Gift Exchange**



There will be a gift for everyone!

**Service Awards, Incentive Awards
Outstanding Employee
Gifts, Fun, Great Food and more!!!!!!**

**December 11, 2002
11:30-2:30
State Fair Park Zions Building**



GIVE FROM THE HEART

Most of you know Jean Draper, Accounting Tech. in 4130. Jean's family has withstood a congenital kidney disease for the past 15 years. Her older daughter, Beth, first suffered from this disease and was in need of a kidney transplant, which Jean was able to donate to her. Jean's daughter, Allison, is currently dealing with this disease and has suffered with it for the past 13 years. Allison is in need of a second transplant. After two of Jean's family members were ruled out as viable donors, our very own Kerri Adams has been determined a

successful match. She is currently completing tests to grant the gift of life by donating a kidney to Allison. Statistics show that Live organ donations are the most successful.

Allison is currently in the hospital undergoing treatment to stabilize her in preparation for the surgery. Although there is not a definite date set, it is hoped the transplant will take place during the first week in January.

As you can imagine, the financial burden to the family is overwhelming. This season, DFCM will be raising funds to assist Jean and her family with medical expenses. We have always been a very giving division, and now we have an opportunity to help one of our

own. We will be raising donations at the division meeting next week, as well as having canisters placed throughout the offices to allow you to donate. Shannon Lofgreen and Debi Tripp will also be accepting contributions, you may remain anonymous.

DFCM has always been infamous this time of year regarding their generosity. Please assist in helping Allison's fight for life.

We want to support Jean in this difficult time, while being respectful of her need for privacy. Information on the status of Allison will be provided as it becomes available.

All contributions will be greatly appreciated.



The 2002 State Christmas Tree

This tree is a thirty foot blue spruce donated by Jim & Renee' Powell of 372 W 2725 S Bountiful, Utah. On Thursday November 21, 2002, at

approximately 8:30 a.m., the tree was cut down by the State Capitol Maintenance Staff of the Division of Facilities Construction and Management. A crane from N.P. Mettome Company loaded the tree on a flatbed truck and trailer and transported it to the State Capitol Building.

When the tree arrived at the State Capitol Building, the crane lifted it up the grand stairs. The tree was then pulled through the south set of doors that enter the Rotunda on the second floor.

The tree is then raised by a series of winches and secured with ropes. The lights and

decorations will be put on the tree by the grounds and maintenance staff.

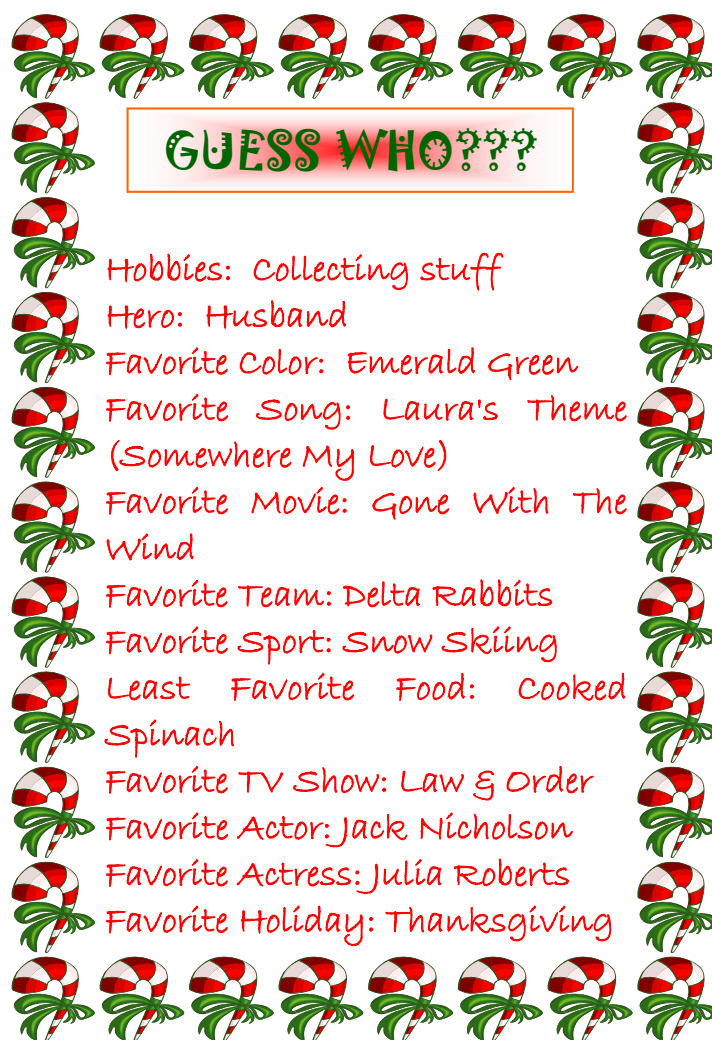
The beginning of the Christmas season is marked by the annual "Lights On Ceremony," which was held on Tuesday, December 3, 2002, at 12:00 Noon in the Capitol Rotunda. The entertainment was provided by the Hillcrest High Madrigals, under the direction of Brian Bentley.

The ceremony will end when the First Lady, Mrs. Jacalyn Leavitt, turns on the Christmas tree lights.

Article submitted by Joe Ligori



Congratulations to Janet Essley for guessing the spotlight from last months newsletter. The guess who spotlight from November was Debbie Ebert.



GUESS WHO???

Hobbies: Collecting stuff
 Hero: Husband
 Favorite Color: Emerald Green
 Favorite Song: Laura's Theme
 (Somewhere My Love)
 Favorite Movie: Gone With The
 Wind
 Favorite Team: Delta Rabbits
 Favorite Sport: Snow Skiing
 Least Favorite Food: Cooked
 Spinach
 Favorite TV Show: Law & Order
 Favorite Actor: Jack Nicholson
 Favorite Actress: Julia Roberts
 Favorite Holiday: Thanksgiving

— For Your Information — DIVISION UPDATES

REMINDER:

The deadline to use any annual hours over the 320 limit is January 3, 2003. All lost hours will automatically be given to the DAS leave bank unless you notify Debi Tripp that you do not want this done.

THANK YOU:

Because of your generous donations, Mike Ferrin was

able to deposit \$543.00 in the Eric Bevan Memorial Fund . Eric worked for DFCM on the grounds crew until a few months ago when he went to work for IHC. Eric lost his life due to an unfortunate construction accident. On behalf of the crew at the Calvin Rampton Complex, we thank you for your generosity!

CONGRATULATIONS:

Aimee Karl has a new addition to her family. Tyler

arrived six weeks early, weighing 5 pounds 13 ounces. Mother and baby are doing fine. Congratulations Aimee!



Contributions from staff are always welcome!
 Writing/editing by
 Debi Tripp and
 Shannon Lofgreen
 Additional contributors listed
 with articles.